

TOWNSHIP OF TEANECK
BUILDING DEPARTMENT
APPLICATION FOR ZONING PERMIT

OFFICE PROCEDURES FOR PERMIT PROCESSING

Zoning approval is the first step required in the establishment of a new business, construction of a new building or addition or installation of sheds, driveways and fences. Most activities which involve use of a property or changes to the physical nature of a property will require zoning approval. Check with the Building Department before you begin a project or activity to confirm if zoning approval may be required. The Building Department is charged with the responsibility of enforcing the municipal **Development Regulations**. These regulations have been developed to guide the appropriate use of lands and to ensure the health, safety and general welfare of people living, working and visiting the Township of Teaneck.

To begin the process, obtain a copy of an **Application for Zoning Permit** from the Building Department office or online at the township website at www.teanecknj.gov . Complete this application and submit it along with all required documents and the application fee to the Building Department during normal business hours. Be advised that incomplete applications will not be accepted. You may check on the status of your application by calling the Building Department at (201) 837-1600 Ext 1100. Have your **Zoning Control Number** available. This number will be given to you at the time the application is received.

The **Zoning Officer** and **Assistant Zoning Officer** are available to provide information concerning the Township's Development Regulations. It is recommended that you make an appointment early in your project to discuss required approvals, details of your particular proposal and to avoid unnecessary delays. The information provided is not to be taken as legal advice nor shall it be binding on the Township. All applicants are urged to seek their own legal counsel on matters pertaining to their particular projects.

After the **Application for Zoning Permit** has been reviewed, you will be notified by telephone if it has been approved or by mail if it has been denied. Once an application has been deemed complete and the zoning review performed – with the application either denied or approved – any subsequent revision to that application will require a resubmission fee.

The **Property Survey** submitted with the application must accurately reflect the existing conditions of the property at the time the application is made. The survey must be completed by a surveyor, licensed in the State of New Jersey, drawn to scale and may not be distorted by copy machine or facsimile transmission. This survey must show all physical improvements on the property including, but not limited to, buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. A site inspection will be made by the Zoning Staff to confirm the accuracy of the survey. Inaccurate surveys will be reason to deem an application incomplete. Zoning review will not proceed until submission of an accurate survey.

A **Site Plan** is required whenever any change to the physical improvements of the property is proposed. When a Site Plan is required, this plan must show all aspects of the proposed project including, but not limited to, new and altered buildings, driveways, walkways, swimming pools, decks, fences, patios, parking lots, sheds, etc. This plan must be drawn to scale and indicate dimensions of all proposed buildings along with setback dimensions from all buildings to all property lines.

Proposed **Floor Plans** and **Building Elevations** must be submitted for all projects involving construction beyond the footprint of an existing structure. These documents must also be submitted for establishing or modifying any non-residential use. Additional information necessary to understand the proposal, such as a narrative describing a business activity, manufacturer's product literature showing an item to be installed or built, or photographs of existing site conditions should be submitted.

At the end of a construction project and/or before the start of new business activities, a **Final Inspection** will be made by the Zoning Staff to verify compliance with the provisions of the Development Regulations and any conditions of the **Zoning Permit**.

Mark Bocchino
Construction Official

Daniel Melfi
Zoning Officer

Adam Myszka
Assistant Zoning Officer